



## REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM

### Appendix F4: Training Proposal Options

<b>Vendor Name</b>	
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<b>Describe the system documentation that will be provided to OMB/HRM</b>

<b>Describe the HELP function provided for the system</b>

Vendor should provide detailed proposals for training for each type of user (implementation staff, HR users, hiring managers, applicants), as applicable. Proposals should present a training plan which includes an explanation of training, training material/aids, timelines etc. Vendor can provide more than one option for training implementation staff, central and agency HR staff and hiring managers as well as providing instruction for applicants. In the case where a Vendor proposal does not include Vendor directly training any particular category of user, the Vendor should indicate what, if any, Vendor supplied training materials/aids and/or instructional information would be available to OMB/HRM for use in training/instructing those users not trained directly by the Vendor. Do not include cost estimates in this Appendix.

Boxes below are provided for up to 2 options for training for each type of user. Vendor may clone boxes as needed to describe additional options for any type of training, if needed.

<b>Type of Training: Configuration / Setup</b>
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<b><u>OPTION 1</u></b>
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Explain proposal in box below

Is this training:  
\_\_ Instructor Led (on-site)      \_\_ Instructor Led (off site)      \_\_ web based training      \_\_ Other

Estimate amount of training time: \_\_ Hrs.      \_\_ # individuals to be trained

<b>Type of Training: Configuration / Setup</b>
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<b><u>OPTION 2</u></b>
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Explain proposal in box below

Is this training:  
\_\_ Instructor Led (on-site)      \_\_ Instructor Led (off site)      \_\_ web based training      \_\_ Other

Estimate amount of training time: \_\_ Hrs.      \_\_ # individuals to be trained



## REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM

### Type of Training: System Training for Current Recruiters (HR Personnel) OPTION 1

**Training Approach** (check which applies): ☐ Train the Trainer ☐ Train all licensed HR staff ☐ Other

Explain proposal in box below

Is this training:

☐ Instructor Led (on-site) ☐ Instructor Led (off site) ☐ web based training ☐ Other

Estimate amount of training time: \_\_\_\_\_ Hrs./per session \_\_\_\_\_ # of Sessions

\_\_\_\_\_ # individuals to be trained

### Type of Training: System Training for Current Recruiters (HR Personnel) OPTION 2

**Training Approach** (check which applies): ☐ Train the Trainer ☐ Train all licensed HR staff ☐ Other

Explain proposal in box below

Is this training:

☐ Instructor Led (on-site) ☐ Instructor Led (off site) ☐ web based training ☐ Other

Estimate amount of training time: \_\_\_\_\_ Hrs./per session \_\_\_\_\_ # of Sessions

\_\_\_\_\_ # individuals to be trained



## REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM

### Type of Training: System Training for Future Recruiters (HR Personnel)

### OPTION 1

#### Explain what if any training can be provided for future HR personnel

**Training Approach** (check which applies): ☐ Train the Trainer ☐ Train all licensed HR staff ☐ Other  
Explain proposal in box below

Is this training:

☐ Instructor Led (on-site) ☐ Instructor Led (off site) ☐ web based training ☐ Other

Estimate amount of training time: \_\_\_\_\_ Hrs./per session \_\_\_\_\_ # of Sessions  
\_\_\_\_\_ # individuals to be trained

### Type of Training: System Training for Future Recruiters (HR Personnel)

### OPTION 2

#### Explain what if any training can be provided for future HR Personnel

**Training Approach** (check which applies): ☐ Train the Trainer ☐ Train all licensed HR staff ☐ Other  
Explain proposal in box below

Is this training:

☐ Instructor Led (on-site) ☐ Instructor Led (off site) ☐ web based training ☐ Other

Estimate amount of training time: \_\_\_\_\_ Hrs./per session \_\_\_\_\_ # of Sessions  
\_\_\_\_\_ # individuals to be trained



## REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM

### **Type of Training: Instructions for Hiring Managers**

### **OPTION 1**

Explain what if any instructional materials will be provided for hiring managers

Does this instructional material include an on-line demo for hiring managers ☐ Yes ☐ No

### **Type of Training: Instructions for Hiring Managers**

### **OPTION 2**

Explain what if any instructional materials will be provided for hiring managers

Does this instructional material include an on-line demo for hiring managers ☐ Yes ☐ No



**REQUEST FOR PROPOSAL: AUTOMATED RECRUITMENT AND SELECTION SYSTEM**

**Type of Training: Instructions for Applicants**

**OPTION 1**

Explain what if any, instructional materials will be provided for applicants

Does this instructional material include an on-line demo for the applicant \_\_\_ Yes \_\_\_ No

**Type of Training: Instructions for Applicants**

**OPTION 2**

Explain what if any, instructional materials will be provided for applicants

Does this instructional material include an on-line demo for the applicant \_\_\_ Yes \_\_\_ No



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**Type of Training: Additional Optional Training**

List what if any optional training is available for licensed users.

Name of Training	Kind of Training (check one)			Total Hours
	ILT on-site	ILT off-site	WBT	